

## AQUATIC SUPERVISOR I

### DEFINITION

To assist in the overall operations and maintenance of a large municipal swimming pool or aquatic facility; assist in the planning, organizing, and coordinating a variety of aquatic-related recreational activities; assist the Aquatic Supervisor II with special projects; perform the duties of the Aquatic Supervisor II in the absence of the Aquatic Supervisor II; and perform other related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Aquatic Supervisor series. This class is distinguished from the Aquatic Supervisor II by the performance of the more routine tasks and duties assigned to positions within the series.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Aquatic Supervisor II.

Exercise direct supervision over assigned staff.

### ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Act as the Aquatic Supervisor II in the absence of the Aquatic Supervisor II.

Assist in the coordination of pool operations and supervise staff.

Schedule assigned staff; train staff in accordance with Red Cross standards; maintain records of staff certifications; provide on-going training to staff.

Review and evaluate employees work performance; work with employees to correct deficiencies; implement discipline procedures as appropriate.

Participate in the selection of staff.

Oversee the registration process for aquatic programs; ensure accurate accounting of registration funds; deposit of revenues; provide necessary departments and staff with reports on registration.

Conduct facilities inspections, maintain and document water chemistry, order pool supplies; oversee routine maintenance and custodial care of pool.

Make presentations, publicize and market new and existing programs and special events.

Coordinate programs, activities and schedules with local schools, teams, clubs and outside agencies.

Act as primary or secondary lifeguard during programs and performs the duties of lifeguards and instructors, including administration of first aid and CPR as necessary.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; secure and participate in emergency repairs as required.

Prepare correspondence, reports, forms, requisitions, memorandums and evaluations; compile statistical information; attend staff meetings.

Assist with research, surveys and inventories; monitor recreational program trends and make recommendations; evaluate program effectiveness to meet a diverse population of users.

Assist in the preparation and distribution of news releases, brochures and publicity materials.

Collect and account for monies received for class registration and facility rental.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints; secure and participate in emergency repairs as required.

Assist with budget preparation and monitoring; order, issue and maintain recreational equipment and supplies; ensure adequate supply inventory.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Operation of a major aquatic facility and basic pool chemistry.

Federal, state, local regulations governing public pools.

Current pool safety practices, lifesaving techniques, and first aid methods.

Principals and practices of supervision and training.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Assist in the operation and management of an aquatic facility.

Gather, interpret and analyze data.

Maintain work related records and prepare reports using a computer.

Work independently with minimum supervision.

Exercise sound judgment and decision-making.

Manage and coordinate emergency procedures and actions.

Perform swimming rescues as needed.

Assist in the preparation of publicity materials and make presentations to a wide variety of audiences.

Plan, organize, and supervise the work of assigned staff.

Train and motivate assigned staff.

Interpret and explain pertinent City and department policies and procedures.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Work varying schedules including evenings, weekends, and holidays.

Experience and Training

CITY OF CHULA VISTA  
Aquatic Supervisor I

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience in aquatics.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in recreation, physical education or a related field.

License or Certificate

Possession of a valid C.P.R. for Professional Rescuer Certificate.

Possession of a valid C.P.R. for Professional Rescuer Instructor Certificate **desirable**.

Possession of a valid California driver's license at time of hire.

Possession of a valid Emergency Responder Certificate **desirable**.

Possession of a valid First Aid for Public Safety Personnel Certificate.

Possession of a valid First Aid for Public Safety Personnel Instructor Certificate **desirable**.

Possession of a valid Lifeguard Training Certificate.

Possession of a valid Lifeguard Training Instructor Certificate **desirable**.

Possession of a valid Public Pool Operators Certification (or equivalent) from a nationally recognized organization or ability to obtain within one year of hire.

Possession of a valid Water Safety Instructor Certificate.

Possession of a valid Water Safety Instructor-Trainer Certificate **desirable**.

PHYSICAL DEMANDS

On a continuous basis walk, stand, bend, crouch or stoop, sit for varying periods of time; type using a computer keyboard; must possess the ability to swim and perform life-saving techniques and rescues which would involve lifting, pulling or carrying a child or adult out of the pool onto the deck; must be able to bend, stoop, reach, kneel and grab in the process of lifesaving; must be

able to communicate in person and over the phone in emergency and non-emergency situations; must be able to train, evaluate and supervise staff; must possess ability to read, interpret and write reports; must have sufficient eye sight and hearing to see and communicate across a pool in a noisy environment; must be able to travel across wet, sloping surfaces; must be able to attend meetings at a various locations throughout the City; must have the ability to pull, lift and physically store pool blankets, covers, reels and lane-lines (weighing up to 50 lbs.); see in the normal vision range with or without correction; hear in the normal range with or without correction.

### WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of outdoors work requires exposure to a variety of weather conditions (heat, cold, rain, intense sun); exposure to potentially hazardous substances and chemicals, and work on slippery or uneven surfaces. Indoor work is performed in a variety of environments with natural and artificial lighting and moderate to high noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.